

Charter Document

Source Reduction Working Group

City and County of Honolulu
Department of Environmental Services

This document describes the purpose and procedures of the City and County of Honolulu (City) Department of Environmental Services (ENV) Source Reduction Working Group (SRWG), as recommended by the 2019 Integrated Solid Waste Management Plan Update, to improve O'ahu's solid waste management system through source reduction initiatives and efforts. The Charter will help us meet the goals of the SRWG and engage in productive discussions.

I. Vision

The SRWG aims to improve O'ahu's solid waste management system through the development and promotion of source reduction initiatives and efforts.

II. Mission

A successful source reduction program requires ongoing research (to stay aware of the latest, best topics and approaches and the changing materials and markets) and collaboration with stakeholders throughout O'ahu, including state and federal governments, industry, education institutions, non-government organizations, and communities. Many source reduction initiatives require support from stakeholders outside of the City to achieve implementation. As follows, the SRWG brings together a dedicated group of key stakeholders to ramp up efforts and continue discussions to identify, promote, and develop source reduction initiatives for O'ahu.

III. Goals

The SRWG brings together ten members of O'ahu's representative stakeholder groups with expertise in government, environment, sustainability, education, cultural, and industry fields to:

1. Identify potential best approaches to source reduction initiatives;
2. Provide recommendations for programs and policies to reduce waste generation;
3. Develop quantifiable targets for source reduction and identify metrics and milestones to track progress;
4. Facilitate coalitions between ENV, industry, educational institutions, non-governmental organizations, and communities to discuss and achieve source reduction; and
5. By the close of the SRWG, lay the foundations for the potential formation of a new, self-sustaining, long-term stakeholder coalition that discusses source reduction needs over time. A successful source reduction program for O'ahu will require ongoing discussions

and coordination that extends beyond the one-year appointed term for the SRWG. As such, at the close of the SRWG, members are encouraged to strive towards this goal by maintain contact and forming their own permanent, self-sustaining, stakeholder-led group.

IV. Meeting Information and Expectations

Four two-hour meetings are planned for the SRWG and will be held bi-monthly during the 2023 calendar year. All meetings shall be conducted pursuant to Chapter 92, Part I, Hawaii Revised Statutes, also known as the “Sunshine Law.”

See the Source Reduction Working Group Rules document for official rules.

- **Knowledge.** Members bring forth their diverse expertise, knowledge, and experience in their respective areas.
- **Preparedness.** Members arrive prepared for meetings, willing to share their knowledge and engage in open discussion.
- **Collaboration.** Members work collaboratively with others, respect ideas, stay on topic, and exercise patience. Members will not monopolize discussions.
- **Curiosity.** Members listen actively to others and strive to understand new and different perspectives, even when in disagreement. Members regularly examine their own ideas and positions.
- **Consideration.** Members must consider the limitations of the City and the other members/entities and will strive to identify solutions that are fair, feasible, realistic, and constructive.
- **Inclusivity.** Members remain mindful that the SRWG is comprised of individuals from multiple different backgrounds and areas of expertise. Members respect different perspectives and recognize the advantages of collaborating with stakeholders from multiple areas.
- **Responsibility.** Members are willing to assume responsibilities, including but not limited to, researching source reduction issues and approaches, presenting materials during meetings, and contributing resources and capabilities of their represented group(s) to promote source reduction on O‘ahu.
- **Attendance.** Every effort will be made by the City to schedule meetings in advance, at times available for all SRWG members, it is also expected that SRWG members prioritize SRWG meeting times and attend as many meetings as possible.
- **Permitted Interaction Groups (PIGs).** Members of the SRWG may form Permitted Interaction Groups, in accordance with Chapter 92, Part I, Section 2.5 b , Hawaii Revised Statutes.

V. Inquiries

Inquiries about the project and the process may be directed to: Julie Leano at jleano@honolulu.gov by email and (808) 768-3424 by phone. For email inquiries, please include Josh Nagashima by Cc at josh.nagashima@honolulu.gov.